



**Public Service Annual Unit Plan
2012-2013 Academic Year**

STEP I: DESCRIBE YOUR DEPARTMENT/UNIT

a. Mission

Professionalism and ethics are a priority of the Public Safety Programs Department. We are committed to providing all students with the technical/vocational skills and knowledge to facilitate assimilation into the economic community. The students, the employers and the college mutually benefit from an interactive partnership created within the areas of public safety.

[Include department]

b. Program Applicability

Administration of Justice

The function of the Administration of Justice Program is a two-fold program. The first services the core training requirements for an Associates' Degree and the second offers certified training for employment within the law enforcement community.

The purpose of the Administration of Justice Degree Tract Program is to provide quality core courses required for completion of an AS degree, which will further a student's potential employment within the criminal justice system. This facet of the program is a vital link to the vocational educational component of the college.

The Certification portion of the program has the most direct link to the vocational education component. Through these programs students can gain employment as police officers, detention/correctional officers, and private security officers. This program additionally attempts to meet the in-service training needs of current law enforcement officers.

Fire Technology

The function of the Fire Technology Program is a two-fold program. The first services the core training requirements for an Associates' Degree and the second offers certified training for employment within the fire-fighting community.

The purpose of the Fire Technology Degree Tract Program is to provide quality core courses required for completion of an AS degree, which will further a



student's potential employment within the fire-fighting community. This facet of the program is a vital link to the vocational educational component of the college.

The Certification portion of the program has the most direct link to the vocational education component. Through these programs students can gain employment as firefighters. This program additionally attempts to meet the in-service training needs of current firefighters.

c. Partnerships

Administration of Justice

The program continues working closely with law enforcement agencies and new partnerships have been forged that will result in greater course offerings. Our partnership with the Kern County Sheriff's Department continues to offer Basic Peace Officer Academies at their Bakersfield Facility. Their new Regional Training Facility has combined the academies offered by both the Kern County Sheriff's Department and the Bakersfield Police Department. Cerro Coso Community College, specifically the Public Safety Training Department, was asked by these agencies to be the educational representative for this Regional Law Enforcement Training Facility.

These partnerships have also produced the offering of many in-service courses that bring a high level of ongoing training to the law enforcement community. Recent requests from the Inyo County Sheriff's Department and the Bishop Police Department have resulted in our program certifying new courses with the California Commission on Peace Officer Standards and Training (POST) to offer to those agencies. These in-service courses can be offered in all areas of the college service area.

There has been an effort by the college administration to establish temporary space for offering Public Safety Training Programs. This has helped the Public Safety Training Programs start to grow for the first time at the IWV Campus. This dedicated space, where equipment can be setup and left in place, is crucial to the department's continued growth. As one of the FTE leading departments at the college the lack of administrative support is somewhat troubling and an issue I hope will be addressed soon.

d. Distance Education

The criminal justice online degree program has **grown** offering eight of the degree courses each semester; however due to the economic situation that currently exists the offerings have been dropped to six per semester. New adjunct instructors have been found and developed into excellent facilitators of online and traditional classroom learning.



STEP 2: EXPLAIN YOUR PLANNING

a. Review of Previous Goals (of last completed academic year)

I had a past goal of bringing the programs within the Public Safety Program into currency with both updated curriculum and up-to-date equipment. While I have not completely met this goal I have made major steps toward fulfilling the goal. Curriculum review continues and new equipment items have been identified and will be included in my revised goals.

b. Review of Overall Department/Unit

The overall assessment of the Public Safety Program is strong and one of the highest FTE generating programs at the college. The one fulltime director/faculty member working within the department continues handling more than his fair share of workload, yet despite his endeavors the process seems to pile more constraints on his time and limited resources. The high number of courses offered by the department, coupled with distances required to travel to keep it all flowing creates an environment of more than sufficient stress. Adding the constraints of keeping state certifications current and customers happy and the workload becomes a little daunting.

There is another major issue affecting the effectiveness of the program. The only fulltime director/faculty member has some severe medical issues he is contending with that are making it more difficult to keep the program running smoothly. If the medical issues continue to worsen it could have a marked effect on the program effectiveness.

The program does have some of the most dedicated adjuncts assisting in the delivery of quality instruction. These adjuncts continue to try new and innovative teaching modalities to engage students to continue in our programs. They are truly the strongest asset of the program.



c. Goals for Upcoming Year (next academic year). *Three goals not required. If more goals needed, copy and paste additional boxes.*

Goal 1

1. *(College Strategic Plan) Improve service to under-prepared students and increase their success rates.*
2. *Internal/External Response to meeting the educational needs of the students with emphasis on the competencies of the criminal justice and fire technology fields of study. Specific strategies need to be developed to facilitate the student's ability to master psychomotor skill performance within the police academy.*
3. *Action Plan: Develop student pre-academy course to develop the necessary entry level skills needed to become better equipped to be successful.*
4. *Measure of Success: A change in the approximate 15% loss of students during these critical testing stages.*

Goal 2

1. *(College Strategic Plan) Improve our response to community needs through customized educational opportunities, transfer program, area workforce development, and quality student services*
2. *External Response to meeting the needs of the workforce in a timely manner*
3. *Action Plan: Provide Effective Learning and Learning Pathways for Students*
4. *Measure of Success: Develop Pathways for all Criminal Justice and Fire Technology programs collaborating with counseling and development of alternative methods of instruction for students to meet their criminal justice and fire technology in communities serviced by CCCC.*



STEP 3: SUBSTANTIATE REQUESTED RESOURCES (Note: All items must be prioritized.)

a. New Classified Staffing. *If more lines are needed, Tab over from the bottom-right box.*

Position Title	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this position	Salary Grade	Number of Months	Number of Hours per Week	Salary Amount	Funding Source: G=General Fund R=Restricted (be specific)
Department Assistant II	IWV	1	A.1	DA2	12	19		G

Classified Staffing Justification. *If more than one position requested, copy and paste additional boxes.*

1. This department is one of the highest producing programs at the college and needs clerical assistance in order to maintain the level of service that has been done previously with one full time faculty member. This area has had intermittent assistance over the years which has aided in payroll processing and other clerical area; however, this is an ongoing and permanent need. This position will provide additional time to the full time faculty to address their programmatic goals, program review and SLO assessment. This position will assist the Director of Public Service in processing payroll of the academies, assist in the filing, completion of state and federal forms/reports as required, plus take on the clerical tasks to release the faculty director to focus on programmatic issues, partnerships and community outreach.

2. Some of this work is currently being done by existing employees. While this is assisting the department, the work has been fielded by temporary assistants and multiple offices which creates a scattered approach to the work required. A permanent position assigned to this area would provide a single focus and point of contact both for the faculty within the area, but for the public agencies as well. The Director is often on travel to other parts of our service area or in Bakersfield and there needs to be an assistant to respond to the requests at the IWV campus.

3. The impact to this college if this is not filled is the continued stretching of existing resources and a scattered approach to one of the highest producing programs at the college. The long term impact could be a lack of responsiveness to the communities we serve, payroll and adjunct issues.

b. New Full-Time Faculty Staffing



Discipline	Affected Programs	Location	Priority	Strategic Plan goal addressed by this position	Funding Source: G=General Fund R=Restricted (be specific)
Administration of Justice	Administration of Justice	IWV	1	1.A	G

Full-Time Faculty Staffing Justification:

The overall assessment of the Public Safety Program is strong and one of the highest FTE generating programs at the college. The one fulltime director/faculty member working within the department continues handling more than his fair share of workload, yet despite his endeavors the process seems to pile more constraints on his time and limited resources. The high number of courses offered by the department, coupled with distances required to travel to keep it all flowing creates an environment of more than sufficient stress. Adding the constraints of keeping state certifications current and customers happy and the workload becomes a little daunting. A full time faculty member in this area could take on the classes currently taught by adjuncts and provide the area with additional support to do SLO assessment, program development and K12 outreach.

c. Supplies (per unit cost less than \$1000). Enter requests on lines below. If more rows needed, Tab over from box on bottom right.

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
General Office Supplies	IWV	1	1-6	Need funds to supply office, classrooms and ranges, both for on-site classes and off-site classes.	2000.00	Ongoing	G
Lab supplies	IWV	1	1-2	Need funds to purchase necessary lab equipment for class labs, physical training classroom, and shooting range, at on-site and off-site locations.	2500.00	Ongoing	G



d. Non-Technology Equipment (per unit cost greater than \$1000). Enter requests on lines below. If more rows needed, Tab over from box on bottom right.

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
Fire Technology Videos	IWV	1	1-6	New videos to support the revised fire technology program need to be purchased.	2500.00	On-going	G

e. Technology Equipment (computers, data projectors, document readers, etc.). Enter requests on lines below. If more rows needed, Tab over from box on bottom right.

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA



f. Facilities. Enter requests on lines below. If more rows needed, Tab over from box on bottom right.

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
Public Safety dedicated facility	IWV	1	1.A	There has been an effort by the college administration to establish temporary space for offering Public Safety Training Programs. This has helped the Public Safety Training Programs start to grow for the first time at the IWV Campus. This dedicated space, where equipment can be setup and left in place, is crucial to the department's continued growth. As one of the FTE leading departments at the college the lack of administrative support is somewhat troubling and an issue I hope will be addressed soon		Ongoing	G



g. Travel (inter-campus, intra-district, conferences, etc.). Enter requests on lines below. If more rows needed, Tab over from box on bottom right.

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
Inter-campus and intra-district travel	IWV	1	1.A	Travel to sister campuses to meet with advisory committees and public agencies Travel to Bakersfield in support of the Kern County Sheriff Department Academies	\$6,000		
Conference travel- Directors meetings	IWV	1	1.A	Travel to statewide directors meetings	\$1,500	On-going	G

h. Marketing (brochures, radio spots, promotional travel, etc.). Enter requests on lines below. If more lines needed, Tab over from box on bottom right.

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
Program Promotional Shirts	IWV	2	1-6	Shirts purchased to worn by faculty to advertise programs	600.00	One time	G
Program Advertisement Notebook	IWV	2	1-6	Notebook advertising program to be given to potential students at recruitment opportunities.	1200.00	One time	G



i. Other (institutional fees, library books). Enter requests on lines below. If more lines needed, Tab over from box on bottom right.

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
Books	IWV	2	1.A	Purchase resource materials for use for professional development	\$250	One-time	G
Instructional Supplies	IWV	1	1.A	To be used for instruction	\$1,400	On-going	G
Contract instruction	IWV	1	1.A	Pay professional experts to instruct in the academies	\$75,000	On-going	G
Dues/Membership	IWV	1	1.A	To pay professional dues and memberships	\$200	On-going	G
Facilities Rental	IWV	1	1.A	To pay for the facilities used for instruction	\$60,000	On-going	G

STEP 4: ATTACH PRIOR YEAR'S SLO ASSESSMENT DATA (as applicable)

STEP 5: ATTACH PRIOR YEAR'S STUDENT PERFORMANCE DATA (Instructional units only, as provided)